

Agency/Component: Department of Interior**Draft 2010 Hiring Reform Action Plan****Hiring Reform Initiative:**

Eliminate any requirement that applicants respond to essay-style questions when submitting their initial application materials for any Federal job.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

The complicated and confusing process of requiring all candidates to submit essay style questions at the initial point of application discourages some otherwise high quality candidates from finishing the application process

Describe what is causing the barrier/problem (i.e., What is the root cause?):

Requiring all applicants to submit information that is not used in the initial phase of the application process is counter-productive to attracting top talent

Define success or the desired outcome upon completion of action steps below:

By simplifying the initial application process it is expected that the number of highly qualified applicants will increase as well as shorten the timeframe associated with initial application. Thereby making employment with the Department more attractive.

Primary Action Planning Team:

DOI Hiring Reform SWAT Team

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Inform bureaus of the requirement in the Presidential memorandum of May 11, 2010 that eliminates any requirement that applicants respond to essay-style questions when submitting their initial application materials for any Federal job effective November 1, 2010.	The Director, Office of Human Resources informed bureaus of this requirement in meetings with bureau Human Resources Officers on Hiring Reform.	May and June 2010	Director, Office of Human Resources Bureau Human Resources Officers HR staff	

Finalize assessment tools and interview questions prior to the Job Opportunity Announcement (JOA) being posted.	This will enable hiring officials and HR professionals to strategically design when in the hiring process and how to assess specific competencies needed for successful job performance. This will also make the application and hiring process to be more understood by candidates and encourage them to complete the application process.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Develop a library of assessment tools and interview questions that can be shared across the Department.	This will allow for the Department to benefit from the economy of scale by repeating successful applicant assessments where similar competencies are required for successful job performance. This will also assist with reducing the recruitment timeline and making the process more consistent throughout the Department. In turn, this will make the process less confusing and cumbersome to applicants. It will also assist in the assessment of skills that are transferable among occupations.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	

Continue to develop and Design a more effective and efficient use of KSA's and other competency based assessment tools.	This is related to the first action in that it will enable hiring officials and HR professionals to strategically design the point in the recruitment process to assess needed competencies. This will help streamline the hiring process by only requiring information that is relevant. This will assist with streamlining the recruitment process and using plain language that is more clearly understood by the applicants. It will also assist in the assessment of skills that are transferrable among occupations.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
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Develop a balance between use of plain language JOA's and providing managers with appropriate information to make qualitative assessments.	<p>This will assist in the accurate assessment of candidate skills. By streamlining the JOA and requiring less information at the initial point of application, it will be imperative to educate managers on how to make qualitative assessments with the information received and how that information correlates to the skills and competencies needed for successful performance. This action, as much as any other is necessary to ensure the continued application of Merit System principles while at the same time accomplishing the hiring reform initiatives. This will allow candidates to receive full consideration of their skills at the appropriate point in the application process.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	
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<p>Educate managers and HR professionals on how to make qualification determinations using a resume' that may contain different/less information.</p>	<p>This action is directly correlated to the one above and will assist in the accurate assessment of candidate skills. By streamlining the JOA and requiring less information at the initial point of application, it will be imperative to educate managers and HR on how to make qualitative assessments with the information received and how that information correlates to the skills and competencies needed for successful performance. This can be accomplished by the improved use of occupational questionnaires. This action is also related to the initiative to implement Category Rating in that the type, number and weighting of questions is critical to the successful outcome of eliminating essay-style questions. This action, as much as any other is necessary to ensure the continued application of Merit System principles while time accomplishing the hiring reform initiatives. This will allow candidates to receive full consideration of their skills at the appropriate point in the application process.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	
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Agency/Component: Department of Interior**2010 Hiring Reform Action Plan Directions****Hiring Reform Initiative:**

Allow individuals to apply for Federal employment by submitting resume's and cover letters or completing simple, plain language applications, and assess applicants using valid and reliable tools.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

The historical application process for Federal employment is confusing, convoluted and ultimately discouraging to attract top talent

Describe what is causing the barrier/problem (i.e., What is the root cause?): The requirement to complete a lengthy

Define success or the desired outcome upon completion of action steps below: Applicants for federal employment will have a more clear understanding of the recruitment process and the application process will mirror the private sector to the extent possible while preserving Merit System principles and the application of Federal qualification standards

Primary Action Planning Team: DOI Hiring Reform SWAT Team

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Inform bureaus of the requirement in the Presidential memorandum of May 11, 2010 to allow individuals to apply for Federal employment by submitting resume's and cover letters or completing simple, plain language applications, and assess applicants using valid and reliable tools effective November 1, 2010	The Director, Office of Human Resources informed bureaus of this requirement in meetings with bureau Human Resources Officers on Hiring Reform.	May and June 2010	Director, Office of Human Resources Bureau Human Resources Officers HR staff	

Develop a balance between use of plain language JOA's and providing managers with appropriate information to make qualitative assessments.	<p>This will assist in the accurate assessment of candidate skills. By streamlining the JOA and requiring less information at the initial point of application, it will be imperative to educate managers on how to make qualitative assessments with the information received and how that information correlates to the skills and competencies needed for successful performance. This action, as much as any other is necessary to ensure the continued application of Merit System principles while at the same time accomplishing the hiring reform initiatives. This will allow candidates to receive full consideration of their skills at the appropriate point in the application process.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	
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<p>Educate managers and HR professionals on how to make qualification determinations using a resume' that may contain different/less information.</p>	<p>This action is directly correlated to the one above and will assist in the accurate assessment of candidate skills. By streamlining the JOA and requiring less information at the initial point of application, it will be imperative to educate managers and HR on how to make qualitative assessments with the information received and how that information correlates to the skills and competencies needed for successful performance. This can be accomplished by the improved use of occupational questionnaires. This action is also related to the initiative to implement Category Rating in that the type, number and weighting of questions is critical to the successful outcome of eliminating essay-style questions. This action, as much as any other is necessary to ensure the continued application of Merit System principles while time accomplishing the hiring reform initiatives. This will allow candidates to receive full consideration of their skills at the appropriate point in the application process. This will assist in improving the quality of the applicant pool.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	
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<p>Bureaus will contribute to the development and ensure education and training opportunities are provided to applicants about the methods and requirements of writing a successful resume in the Federal sector.</p>	<p>Applicants will have a more clear understanding of the federal hiring process, the art form of filling out a resume' to meet federal qualification standards and how that differs from the private sector even though the submission of a resume' is acceptable for employment consideration. A better informed and educated applicant pool will assist with candidates being given appropriate credit for their skills and assisting managers with making efficient and timely well-qualified hiring decisions.</p>	<p>05/11/2010 09/30/2011</p>	<p>DOI SWAT Team HR Staff</p>	
<p>Develop metrics to track the time it takes to accomplish the hiring process and measure the quality of applicants referred for consideration.</p>	<p>An accurate reflection of the hiring process timeline will be consistent across the Department which includes 10 different Bureaus with 10 distinctly different missions. Quality of applicants will be assessed through the Manager Satisfaction Survey. The end outcome is to improve the quality and speed of hiring within the Department. This will provide the ability to measure outcome in the term of time to hire, especially in Mission Critical Occupations (MCO's)</p>	<p>05/11/2010 09/30/2011</p>	<p>DOI SWAT Team HR Staff</p>	

Agency/Component: Department of Interior**2010 Hiring Reform Action Plan Directions****Hiring Reform Initiative:**

Provide for selection from among a larger number of qualified applicants by using the "category rating" approach rather than the "rule of 3" approach.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

The small amount of referred candidates that is not considered a large enough applicant pool when there are additional candidates with similar qualifications who are not referred

Describe what is causing the barrier/problem (i.e., What is the root cause?):

The application of the Rule of 3 rather than using category rating to refer additional names

Define success or the desired outcome upon completion of action steps below:

Issuance of a DOI policy that requires the use of category rating for all competitive announcements within the Department

Primary Action Planning Team:

DOI Hiring Reform SWAT Team

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
DOI develops a category rating policy which requires the use of category rating rather than the rule of 3 for competitive actions under the delegated examining unit.	Develop category rating policy with implementation required for all vacancies announced under delegated examining unit procedures opening on or after November 1, 2010.	5/11/2010 8/4/2010	Office of Human Resources	

Engage hiring manager in the development of a recruitment action plan prior to the JOA being posted.	<p>This is the first critical step in developing the criteria for occupational questionnaires and job analysis that will be used to define the categories to be used in the recruitment process. In doing so, the outcome will be a more clearly defined and relevant description of the skills and competencies needed for successful job performance. Consequently a more clearly defined category of high quality candidates will be achieved. Candidates will more clearly understand how to apply and how their application will be assessed. This will allow selection from a larger number of applicants.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	
Schedule interview panel members prior to the JOA being posted.	<p>Reduction of time in the recruitment process between the time the certificate is issued to the selecting official and the certificate being returned to HR with a tentative selection. Improve the strategic recruitment of when and what method to assess critical skills. This will allow for selection from a larger number of applicants.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	

Finalize assessment tools and interview questions prior to the Job Opportunity Announcement (JOA) being posted.	This will enable hiring officials and HR professionals to strategically design when in the hiring process and how to assess specific competencies needed for successful job performance. This will also make the application and hiring process to be more understood by candidates and encourage them to complete the application process.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Develop a library of assessment tools and interview questions that can be shared across the Department.	This will allow for the Department to benefit from the economy of scale by repeating successful applicant assessments where similar competencies are required for successful job performance. This will also assist with reducing the recruitment timeline and making the process more consistent throughout the Department. In turn, this will make the process less confusing and cumbersome to applicants. It will also assist in the assessment of skills that are transferable among occupations.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	

Bureaus will contribute to the development and ensure education and training opportunities are provided to HR professionals in the areas of Category Rating, the correlation between job analysis and category rating, its impact on question selection and weighting in an automated recruitment system and question development for use in automated recruitment systems.	OPM training sessions on category rating will be scheduled with the expectation that as many as possible Dept. HR staff will attend. Each Bureau will ensure a cadre of HR staff is receives the training. For those unable to attend, Bureau SME's will serve as train the trainers. Bureaus may also set up help lines and internal training schedules to ensure all HR staff have been given the OPM curriculum	05/11/2010 11/1/2010	DOI SWAT Team HR Staff	
Bureaus will contribute to the development of an overview and will ensure education and training opportunities are provided to all managers and selecting officials related to the Hiring Reform components to include category rating.	An overview training of hiring reform will be developed. This will include all 5 components of hiring reform and specifically include category rating. This training will be delivered via on-line training system. All managers will be required to take the training.	05/11/2010 1/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Bureaus will contribute to the development and ensure education and training opportunities are provided to managers and selecting officials on the role of the manager in developing recruitment strategies, job analysis and interviewing and reference checking techniques.	We will also deliver training to hiring managers from a Just In Time perspective as vacancies occur and selecting officials are individually engaged in the recruitment process. This will improve consistency throughout the Department which will have a positive impact on Hiring Officials in the effective, efficient and timely ways to recruit and hire top talent.	05/11/2010 ongoing	DOI SWAT Team HR Staff Hiring Managers	

Agency/Component: Department of Interior**2010 Hiring Reform Action Plan Directions****Hiring Reform Initiative:**

Require that managers and supervisors with responsibility for hiring are more fully involved in the hiring process including planning current and future workforce requirements, identifying the skills required for the job and engaging actively in the recruitment and interviewing process.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

Timeline of the recruitment process and the method and tools used to assess candidate skills

Describe what is causing the barrier/problem (i.e., What is the root cause?):

Urgency of recruitment in order to sustain mission workload causes

Define success or the desired outcome upon completion of action steps below:

Reduce the timeline for the overall recruitment process will be reduced

Primary Action Planning Team:

DOI Hiring Reform SWAT Team

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Engage hiring manager in the development of a recruitment action plan prior to the JOA being posted.	This is the first critical step in developing the criteria for occupational questionnaires and job analysis that will be used to define the categories to be used in the recruitment process. In doing so, the outcome will be a more clearly defined and relevant description of the skills and competencies needed for successful job performance. Consequently a more clearly defined category of high quality candidates will be achieved. Candidates will more clearly understand how to apply and how their application will be assessed. This will allow selection from a larger number of applicants.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	

Schedule interview panel members prior to the JOA being posted.	Reduction of time in the recruitment process between the time the certificate is issued to the selecting official and the certificate being returned to HR with a tentative selection. Improve the strategic recruitment of when and what method to assess critical skills. This will allow for selection from a larger number of applicants.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Finalize assessment tools and interview questions prior to the Job Opportunity Announcement (JOA) being posted.	This will enable hiring officials and HR professionals to strategically design when in the hiring process and how to assess specific competencies needed for successful job performance. This will also make the application and hiring process to be more understood by candidates and encourage them to complete the application process.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	

Develop a library of assessment tools and interview questions that can be shared across the Department.	This will allow for the Department to benefit from the economy of scale by repeating successful applicant assessments where similar competencies are required for successful job performance. This will also assist with reducing the recruitment timeline and making the process more consistent throughout the Department. In turn, this will make the process less confusing and cumbersome to applicants. It will also assist in the assessment of skills that are transferable among occupations.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Bureaus will contribute to the development and ensure education and training opportunities are provided to HR professionals in the areas of Category Rating, the correlation between job analysis and category rating, its impact on question selection and weighting in an automated recruitment system and question development for use in automated recruitment systems.	OPM training sessions on category rating will be scheduled with the expectation that as many as possible Dept. HR staff will attend. Each Bureau will ensure a cadre of HR staff is receives the training. For those unable to attend, Bureau SME's will serve as train the trainers. Bureaus may also set up help lines and internal training schedules to ensure all HR staff have been given the OPM curriculum	05/11/2010 11/1/2010	DOI SWAT Team HR Staff	

Bureaus will contribute to the development of an overview and will ensure education and training opportunities are provided to all managers and selecting officials related to the Hiring Reform components to include category rating.	An overview training of hiring reform will be developed. This will include all 5 components of hiring reform and specifically include category rating. This training will be delivered via on-line training system. All managers will be required to take the training.	05/11/2010 1/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Bureaus will contribute to the development and ensure education and training opportunities are provided to managers and selecting officials on the role of the manager in developing recruitment strategies, job analysis, and interviewing and reference checking techniques.	We will also deliver ongoing training to hiring managers from a Just In Time perspective as vacancies occur and selecting officials are individually engaged in the recruitment process. This will improve consistency throughout the Department which will have a positive impact on Hiring Officials in the effective, efficient and timely ways to recruit and hire top talent.	05/11/2010 ongoing	DOI SWAT Team HR Staff Hiring Managers	

Agency/Component: Department of Interior**2010 Hiring Reform Action Plan Directions****Hiring Reform Initiative:**

Require that managers and supervisors with responsibility for hiring are accountable for recruiting and hiring highly qualified employees and supporting their successful transition into Federal service beginning with the first full performance review cycle starting after November 1, 2010.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

Hiring managers understanding of the impact their involvement has on successful recruitment

Describe what is causing the barrier/problem (i.e., What is the root cause?):

Hiring managers don't realize the important role they play in timely, successful recruitment

Define success or the desired outcome upon completion of action steps below:

Managers will be held accountable for their participation in hiring reform

Primary Action Planning Team:

DOI SWAT Team

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Modify the existing supervisory performance elements for Supervisors and Managers to include accountability for participation in hiring reform.	Supervisory, managerial and SES performance elements for participating in hiring reform will be developed as a required element throughout the Department. This will assist in improving retention rates of selected candidates. DOI will provide this information to OPM by November 1, 2010.	05/11/2010 11/01/10	Office of Human Resources Bureau Executives HR Staff	NA

Agency/Component: Department of Interior**2010 Hiring Reform Action Plan Directions****Hiring Reform Initiative:**

Provide the OPM and the Office of Management and Budget (OMB) timelines and targets to improve the quality and speed of agency hiring.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

The complicated and confusing process of application process discourages some otherwise high quality candidates from finishing the application process and adds to the increased timeline to recruit

Describe what is causing the barrier/problem (i.e., What is the root cause?):

JOA's are written in language that is difficult to understand and is not developed from a strategic recruitment perspective of when to obtain assessment information. This is due to the urgency to fill position in order to continue with mission operations

Define success or the desired outcome upon completion of action steps below:

JOA's will be written in clear plain language. Measurement of hiring reform actions to mark improvement of the process will be accomplished

Primary Action Planning Team:

DOI SWAT Team

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Set goal to increase participation rate in the Manager Satisfaction Survey by 5% Dept-wide.	Participation rate will increase by a minimum of 5% Department-wide	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Implement an information awareness and incentive campaign for the Manager Satisfaction Survey.	Managers will be informed and encourage to participate in the survey	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	

<p>Continue to implement all of the action items in its original Hiring Reform Action Plan submitted in December 2009 as well as the amended Action Plan. By implementing these actions, it is anticipated that it will accomplish both an increase in the quality of applicants being considered for employment as well as decreasing the timeline of the recruitment process.</p>	<p>The accomplishment of the action items identified in this action plan will be used in their entirety to meet this initiative. It is the culmination of these actions that will result in reducing the timeline for recruitment while simultaneously increasing the quality of the applicants through streamlining JOA's written in plain language. This will allow the capacity to measure action plan accomplishment. These actions will also allow for coordination with other initiatives such as Diversity, Veterans Employment, Youth and the employment of people with disabilities.</p>		<p>Department Executives</p> <p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	
<p>Develop metrics to track the time it takes to accomplish the hiring process and measure the quality of applicants referred for consideration.</p> <p>DOI will establish targets to improve the speed of hiring as part of the Human Capital Management Report in December 2010.</p>	<p>An accurate reflection of the hiring process timeline will be consistent across the Department which includes 10 different Bureaus with 10 distinctly different missions. Quality of applicants will be assessed through the Manager Satisfaction Survey. The end outcome is to improve the quality and speed of hiring within the Department. This will provide the ability to measure outcome in the term of time to hire, especially in Mission Critical Occupations (MCO's)</p>		<p>DOI SWAT Team</p> <p>HR Staff</p>	

Agency/Component: Department of Interior**2010 Hiring Reform Action Plan Directions****Hiring Reform Initiative:**

Provide the OPM and the Office of Management and Budget (OMB) timelines and targets to provide every agency hiring manager training on effective, efficient and timely ways to recruit and hire well qualified individuals.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

Managers' role in the effective, efficient and timely ways to hire well qualified individuals is accomplished at the time the decision to hire is made

Describe what is causing the barrier/problem (i.e., What is the root cause?):

Foundational education on the role of managers in the hiring process is not currently in place

Define success or the desired outcome upon completion of action steps below:

A strategic and conscious effort to educate managers on how their role in the recruitment process can be used to improve the quality of hires in a timely manner will be achieved

Primary Action Planning Team:

DOI SWAT Team

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Develop module for training managers on hiring reform in learning management system and provide completion date for all managers to receive training.	Train managers on hiring reform	5/11/10 09/30/11	Bureau Executives DOI SWAT Team HR Staff Hiring Managers	

Engage hiring manager in the development of a recruitment action plan prior to the JOA being posted.	<p>This is the first critical step in developing the criteria for occupational questionnaires and job analysis that will be used to define the categories to be used in the recruitment process. In doing so, the outcome will be a more clearly defined and relevant description of the skills and competencies needed for successful job performance. Consequently a more clearly defined category of high quality candidates will be achieved. Candidates will more clearly understand how to apply and how their application will be assessed. This will allow selection from a larger number of applicants.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	
Schedule interview panel members prior to the JOA being posted.	<p>Reduction of time in the recruitment process between the time the certificate is issued to the selecting official and the certificate being returned to HR with a tentative selection. Improve the strategic recruitment of when and what method to assess critical skills. This will allow for selection from a larger number of applicants.</p>	<p>12/15/2009</p> <p>09/30/2011</p>	<p>DOI SWAT Team</p> <p>HR Staff</p> <p>Hiring Managers</p>	

Finalize assessment tools and interview questions prior to the Job Opportunity Announcement (JOA) being posted.	This will enable hiring officials and HR professionals to strategically design when in the hiring process and how to assess specific competencies needed for successful job performance. This will also make the application and hiring process to be more understood by candidates and encourage them to complete the application process.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Develop a library of assessment tools and interview questions that can be shared across the Department.	This will allow for the Department to benefit from the economy of scale by repeating successful applicant assessments where similar competencies are required for successful job performance. This will also assist with reducing the recruitment timeline and making the process more consistent throughout the Department. In turn, this will make the process less confusing and cumbersome to applicants. It will also assist in the assessment of skills that are transferable among occupations.	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Develop curriculum and train/educate managers in interviewing skills.	This will allow hiring managers to assess critical skills at the appropriate point in the recruitment process	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	

Manager to identify primary selection and secondary course of action prior to returning certificate to HR.	This will eliminate the need to reassess candidates or reissue certificates thereby reducing the recruitment timeline. If re-advertisement is necessary, it can be accomplished in a shorter time period	12/15/2009 09/30/2011	DOI SWAT Team HR Staff Hiring Managers	
Bureaus will contribute to the development of an overview and will ensure education and training opportunities are provided to all managers and selecting officials related to the Hiring Reform components to include category rating.	An overview training of hiring reform will be developed. This will include all 5 components of hiring reform and specifically include category rating. This training will be delivered via on-line training system. All managers will be required to take the training.	05/11/2010 11/1/2010	DOI SWAT Team HR Staff Hiring Managers	
Bureaus will contribute to the development and ensure education and training opportunities are provided to managers and selecting officials on the role of the manager in developing recruitment strategies, job analysis, and interviewing and reference checking techniques.	This curriculum will be developed and delivered to hiring managers from a Just In Time perspective as vacancies occur and selecting officials are individually engaged in the recruitment process. This will improve consistency throughout the Department which will have a positive impact on Hiring Officials in the effective, efficient and timely ways to recruit and hire top talent.		DOI SWAT Team HR Staff Hiring Managers	

Agency/Component: Department of Interior

2010 Hiring Reform Action Plan Directions

Hiring Reform Initiative:

Notify individuals applying for Federal employment through USA Jobs about the status of their application at key stages of the application process.

Date:

August 24, 2010

Describe the barrier, problem, or deficiency being addressed:

Candidates are not informed as to the status of their application

Describe what is causing the barrier/problem (i.e., What is the root cause?):

Lack of an automated and consistent method to give all applicants status of their application at the same point in the recruitment process

Define success or the desired outcome upon completion of action steps below:

Consistent notification to applicants throughout the Department at the same point in the recruitment process

Primary Action Planning Team:

Action Steps

Actions to be taken	Key Deliverables/Output	Start Date / End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
Implement the applicant notification options available in the current automated recruitment systems currently in use throughout the Department. These systems allow for applicant notification at key stages of the application process.	Applicants will be notified at significant stages of the recruitment process via the appropriate automated recruitment systems utilized across the Department	05/11/2010 09/30/2011	DOI SWAT Team HR Staff	